

# Deputy Registrar Training

PeggyAnn Milton  
McLean County Clerk

# General Notes for Deputy Registrars

## GENERAL NOTES FOR DEPUTY REGISTRARS

Deputy Registrars are appointed for two-year terms beginning the first business day in December following a General Election. The current term began Wednesday, December 1, 2004.

Deputy Registrar's term ends on November 30th after each General Election. The current term ends Thursday, November 30, 2006.

Deputy Registrars must return completed registration materials within seven days of completion.

If new registrations or cancellations are taken between the 35<sup>th</sup> and 29<sup>th</sup> day before the election, Registrars must return completed materials to the election authority within 48 hours.

*If registrations or cancellations are taken on the last day for registration, Deputy Registrars must return all the registration material to us within 24 hours.*

Registration is closed 28 days before each election and begins again two days after each election.

Thank you for your service to the voters of McLean County,

A handwritten signature in black ink, appearing to read "Peggy Ann Milton". The signature is fluid and cursive, with the first name "Peggy" being more prominent.

Peggy Ann Milton

# [ Important Dates for Deputy Registrars ]

## **General Primary Election**

Tuesday, March 21, 2006

### Tuesday, February 21, 2006

Last day for registration of voters by deputy registrars, including municipal, township and road district clerks and precinct committeemen.

(10 ILCS 5/4-6.2, 5-16.2, 6-50.2)

### Wednesday, February 22, 2006

Last day for deputy registrars to return unused registration applications to the election authority.

(10 ILCS 5/4-6.2, 5-16.2, 6-50.2)

*NOTE: All deputy registrars must return completed forms to the election authority within 7 days of the day on which they are completed. Registrations accepted during the period of 35-29 days before an election must be returned within 48 hours.*

## **General Election**

Tuesday, November 7, 2006

### Tuesday, October 10, 2006

Last day for registration of voters by deputy registrars, including municipal, township and road district clerks and precinct committeemen.

(10 ILCS 5/4-6.2, 5-16.2, 6-50.2)

### Wednesday, October 11, 2006

Last day for deputy registrars to return unused registration applications to the election authority.

(10 ILCS 5/4-6.2, 5-16.2, 6-50.2)

*NOTE: All deputy registrars must return completed forms to the election authority within 7 days of the day on which they are completed. Registrations accepted during the period of 35-29 days before an election must be returned within 48 hours.*

The term of appointment for deputy registrars is two years. With the exception of precinct committeemen, the term of office ends on November 30 after each General Election. Precinct committeemen serve as deputy registrars throughout their term of office provided they were trained and sworn in. The term for deputy registrars begins on the first business day following each General Election. It is important to note that the term for a deputy registrar may not always be a full two years. For example, if a deputy registrar was initially trained and sworn in on January 1, 2006, their term would still end after the General Election of that year on November 30. Thus, their term in this scenario would only be about 11 months. Deputy registrars need to seek reappointment in order

# Sample Registration Card

**Print Name Here**

**Correctly Check Box that Applies**

**Get Phone Numbers and E-Mail**

**Date**

**Receipt**

**Physical address (no RR or PO Box)**

**Always Ask for DL# First**

**Remember Mailing Address  
Always Ask**

**Voter's Receipt**

**REGISTRAR: PRINT LEGIBLY**      **USE BLACK BALL-POINT PEN**      **GIVE STUB TO VOTER**

**1 CHECK BOXES THAT APPLY:**    ☐ New Registration    ☐ Address Change    ☐ Name Change

**2 LAST NAME** CIRCLE JR SR II III IV    **FIRST NAME**    **MIDDLE INITIAL**

**LEGAL RESIDENCE** (Not Give P.O. Box)    **Appt. No.**    **City or Village**    **State**    **Zip**

**House No. & Street Name**    **Home**    **Day**    **e-mail**

**DATE OF BIRTH: (MM/DD/YY)**    **PLACE OF BIRTH: State or Country**    **SEX**    **Driver's License Number or Social Security Number**

**M**    **F**    **City or Village**    **Zip**

**ADDRESS WHERE YOU GET YOUR MAIL:** (If Different from Above, i.e.: P.O. Box)    **City or Village**    **State**    **Zip**

**House No. & Street Name**

**4 PRIOR REGISTRATION:**    **COUNTY:**    **FORMER NAME:**

**5 If born outside of the United States, complete this section:**

<b>Citizenship</b>		<b>Naturalization:</b>		<input type="checkbox"/> Own Papers		<input type="checkbox"/> Parent's Papers	
Born of U.S. Parent/s		Court	City	State	Date		
Naturalized							

**6 If unable to sign name complete this section:**

Father's First Name	Mother's First Name	Height	Color of Eyes	Reason for Inability to Sign Name
				<input type="checkbox"/> Physical Disability - Describe
				<input type="checkbox"/> Unable to Write

**7 STATE OF ILLINOIS, County of McLean I hereby swear (or affirm) that I am a citizen of the United States; that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside 30 days, and that I intend that this location shall be my residence; that I am fully qualified to vote, and that the above statements are true.**

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_

(Month) (Year)

**Voter's Signatures**

This is my signature or mark in the space below.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Signature of Voter

\_\_\_\_\_  
Signature of Registration Officer

**Remember to Sign**

**Voter Registration Application**

**Permit to Sign Milton**

**County Clerk @ mcleancountyil.gov**

**McLean County Clerk**

**www.mcleancountyil.gov**

**309-888-5190**

**115 E Washington Street**

**Room 102**

**PO Box 2400**

**Bloomington, Illinois**

**61702-2400**



# Must be completely filled out.

## ILLINOIS VOTER REGISTRATION APPLICATION

Suggested September, 2003

### FOR ILLINOIS RESIDENTS ONLY

#### TO VOTE YOU MUST:

- Be a United States citizen
- Be at least 18 years old
- Live in your election precinct at least 30 days
- Not be convicted and in jail
- Not claim the right to vote anywhere else

#### TO VOTE IN THE NEXT ELECTION:

- Mail or deliver this application to your County Clerk or Board of Election Commissioners no later than 28 days before the next election. (check [www.elections.state.il.us](http://www.elections.state.il.us) for listings)

#### IMPORTANT INFORMATION:

- If this form is submitted by mail and you have never registered to vote in the jurisdiction you are now registering in, then you must send with this application either (i) a copy of a current and valid photo identification, or (ii) a copy of a current utility bill, bank statement, government check, paycheck or other government document that shows your name and address. If you do not provide the information required above, then you will be required to provide election officials with this information the first time you vote at a polling place or by in-person absentee ballot.
- If you register by mail, you must also vote in person the first time, either at the polling place or in-person absentee.
- If you change your name you must re-register.
- If you register at a public service agency, any information regarding the agency that assisted you will remain confidential as will any decision not to register.
- If you do not receive a Notice within 2 weeks of mailing or delivering this application, call your County Clerk or Board of Election Commissioners.

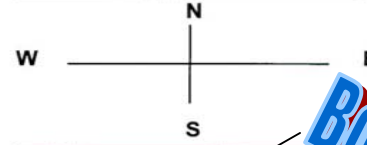
#### TO COMPLETE THIS FORM:

SBE R-19

- Box 1-If you do not have a middle name, leave blank.
- Box 3-If mailing address is same as Box 2, write "same"
- Box 4-If you have never registered before, leave blank. If you do not remember your former address, provide as much information as possible.
- Box 5-If you have not changed your name, leave blank.
- Box 9-If you have an Illinois Driver's License, check the Box and fill in the number. If you do not have a Driver's License, check the appropriate box and fill in either the last four digits of your Social Security Number, or your Secretary of State ID Number.
- 10-Read, date and personally sign your name or make your mark in the box.

#### IF YOU HAVE NO STREET ADDRESS,

below describe your home: list the name of subdivision; cross streets; roads; landmarks, mileage and/or neighbors' names.



If you have questions about completing this form, call the State Board of Elections at 1-800-527-VOTE (8683)

requirements

Boxes must be checked

Must vote in person

TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK

<b>Are you a citizen of the United States of America?</b> (check one) <input type="checkbox"/> yes <input type="checkbox"/> no				<b>Office Use</b>	
<b>Will you be 18 years of age on or before election day?</b> (check one) <input type="checkbox"/> yes <input type="checkbox"/> no					
If you checked "no" in response to either of these questions, then do not complete this form.					
You can use this form to: (Check One) <input type="checkbox"/> apply to register to vote in Illinois <input type="checkbox"/> change your address <input type="checkbox"/> change your name					
1. Last Name		First Name		Middle Name or Initial	
				Suffix (Circle One) Jr. Sr. II III IV	
2. Address where you live (House No., Street Name, Apt. No.)			City/Village/Town		Zip Code
					County
					Township
3. Mailing address (P.O. Box)			City/Village/Town, State		Zip Code
4. Former Registration Address: (include City and State and Zip Code)			Former County		5. Former Name: (if changed)
6. Date of Birth: MM/DD/YY		8. Home telephone number including area code (optional)		9. ID number - check the applicable box and provide the appropriate number	
		( ) -		<input type="checkbox"/> IL Driver's License or, if none, Sec. of State ID or	
7. Sex (circle one)				<input type="checkbox"/> Last 4 digits of Social Security Number	
M F				<input type="checkbox"/> I have none of the above-listed identification numbers.	

#### 10. Voter Affidavit - Read all statements and sign within the box to the right. I swear or affirm that

- I am a citizen of the United States;
- I will be at least 18 years old on or before the next election;
- I will have lived in the State of Illinois and in my election precinct at least 30 days as of the date of the next election;
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, then I may be fined, imprisoned, or if I am not a U.S. citizen, deported from or refused entry into the United States.

This is my signature or mark

Signature!

11. If you cannot sign your name, ask the person who helped you fill in this form to print your name, address and telephone number

Name of person assisting

Full Address

Telephone No.

same jurisdiction only

## Application for Change of Voter Registration Address

No RR addresses

needs signature

Name: \_\_\_\_\_

New Physical  
Address: \_\_\_\_\_

New Mailing Address: \_\_\_\_\_

Previous  
Address: \_\_\_\_\_

Drivers License Number or Last Four Digits of S.S. Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We must have a full physical address, including apartment number, to process your request.  
Post Office boxes and Rural Route addresses cannot be used.

Mail Application to:  
**Peggy Ann Milton, McLean County Clerk**  
**115 E Washington Street, Room 102**  
**PO Box 2400**  
**Bloomington, IL 61702-2400**

### Notice to Voter:

If you are a registered voter in McLean County and have moved to a new address within the County, your Voter Registration can be changed if you fill in the information requested above. Please remember to sign the application.

Citizens living within the corporate limits of the City of Bloomington register and change their address with the City of Bloomington Election Commission. All others living in McLean County register with the McLean County Clerk's Office. If you are moving from one jurisdiction to the other, you will need to re-register with the correct jurisdiction.

No transfers of address may be made later than the 28<sup>th</sup> day before any election.

If you have any questions, please contact the McLean County Clerk's Office at 318-3186 or by accessing our website, [www.mcleancountyil.gov/countyclerk](http://www.mcleancountyil.gov/countyclerk).

Thank you.

used only to change address

not for name change

# Citizen Information Form

## CITIZENSHIP INFORMATION

**Instructions:** Your request/registration as a voter was incomplete. At the time of your registration you were unable to provide your complete citizenship information. You must provide this information and the other data listed below or your registration will be voided.

### FOR USE BY REGISTRATION OFFICERS:

Print Name: \_\_\_\_\_ Registrar: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

### APPLICANT COMPLETE BELOW:

Citizenship: \_\_\_\_\_ Check the appropriate category:  
Naturalized ☐ Own Papers ☐ Parent(s) Papers ☐

Court: \_\_\_\_\_ City & State: \_\_\_\_\_

Date Naturalized: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**Mail this card immediately to McLean County Clerk, PO Box 2400, Bloomington, IL 61702-2400**

# Audit Sheet

# Must be completed!

**PeggyAnn Milton**  
**McLean County Clerk**  
**115 E Washington Street, Room 102**  
**PO Box 2400**  
**Bloomington, IL 61702-2400**  
**(309) 888-5186**

The following is a true and accurate account of all persons I have registered and the registration forms supplied by the Elections Authority.

Office Use Only	No.	Name of Applicant	Address	Phone	Comments
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar's Printed Name

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Organization Represented

Office Use Only

Total Forms Issued \_\_\_\_\_  
(-) Forms Completed \_\_\_\_\_  
(-) Forms Mutilated \_\_\_\_\_  
Unused Forms Returned \_\_\_\_\_

Additional Forms Given \_\_\_\_\_  
Date Additional Forms Given \_\_\_\_\_

\_\_\_\_\_  
Election Authority's Signature



# Absentee Voting

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- ❑ We begin taking requests for Absentee Ballot Applications on September 28th and voting continues through November 6th.
- ❑ Returned ballots must be postmarked by November 6, 2006 and received in our office by November 21, 2006 to be counted.

# Grace Period Voting

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- ❑ A Grace Period for voter registration is October 11<sup>th</sup> through October 24<sup>th</sup> and is designed for those who are unable to meet the October 10<sup>th</sup> registration deadline.
- ❑ Individuals wanting to participate must be either unregistered in McLean County, or need to change their address or name. In doing so the individual must vote immediately following their registration or change.
- ❑ All qualifications to register to vote apply with Grace Period.

# Early Voting

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- Early Voting allows eligible voters to vote early without a specific reason and begins on October 16<sup>th</sup> and runs through November 2<sup>nd</sup>.
- An applicant's identity must be verified by the applicant's presentation of an Illinois driver's license, a non-driver identification card issued by the Illinois Secretary of State, or another government-issued identification document containing the applicant's photograph.

# Early Voting Continued

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- Reasons for law change:
  - To Encourage greater voter participation
  - People who travel for business or work long hours are not inconvenienced.
  
- Note:
  - The law prohibits anyone who voted during the early voting period from voting at the polls on Election Day.



# It's Quiz time...

- A volunteer deputy registrar may register anyone who lives in Illinois?
- **True**
- Completed registrations must be returned within five days of the day the registration was accepted?
- **False**



- A registration may be taken without the applicant displaying two pieces of identification?
- **False**
- An applicant may complete his or her own registration form, as long as the volunteer deputy registrar signs it?
- **False**



- Only the deputy registrar or their agent is allowed to return the completed registration forms?
- **True**
- A volunteer deputy registrar must list each registration accepted on the Audit Report?
- **True**



- A volunteer deputy registrar may not engage in electioneering while engaged in voter registration activities?


- **True**

- Registration may be taken in any location where liquor is sold if there is a liquor license posted?

- **False**





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- Five circles are arranged in a horizontal row at the top of the slide. The first, third, and fifth circles are solid light purple. The second and fourth circles are white with a light purple outline.
- A volunteer deputy registrar may wear a campaign button while taking a registration, provided the registrar is also wearing a volunteer Deputy Registrar Badge?

- **False**

- The volunteer deputy registrar must use a pencil for all information taken during registration?

- **False**



- An applicant for registration does not have to appear in person to register. A friend or relative can present the voter's two pieces of identification?

- **False**


The volunteer deputy registrar may dispose of all unused registration materials?

- **False**





- Any person 18 years of age or older as of the date of the next election is eligible to register to vote, if otherwise qualified?
- **True**
- If a person has one piece of identification with his or her name and address on it a second piece of identification is not required?
- **False**

- 
- A volunteer deputy registrar does not have to register a person if the registrar doesn't like the person?

- **False**

- An applicant must be a citizen of the United States 30 days prior to registration?

- **False**





- A volunteer deputy registrar must present the oath to each applicant for registration?

- **True**



- If an applicant refuses to give out their social security number, do not take the registration?

- **False**

- Persons born in Puerto Rico, Guam, or the Virgin Islands are citizens by birth and do not require proof of citizenship?
- **True**
- Volunteer deputy registrars are responsible for all materials provided to them, and must keep them secure at all times?
- **True**



# **Thank You!**

## **"Great Job"**

**PeggyAnn Milton  
McLean County Clerk**